

**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY**

Policy R-22: PEDESTRIAN FLAG PROGRAM

Purpose of the Program: Pedestrian flags are intended to assist pedestrians in gaining the attention of motorists approaching certain marked crosswalks. The pedestrian flags are not intended as a substitute for the vigilance and safe crossing techniques that pedestrians must use for crossing any street, whether it has crossing aides or not.

Location Criteria: There must be an existing marked crosswalk within the City limits that is not controlled by a traffic signal. Typically flags are not used at intersections controlled by Stop Signs. Pedestrian flags may be located at crossings that have in-pavement or roadside flashing light systems. Also, a volunteer is required for each location outside the Central Business District (CBD) to monitor, replace missing flags, and redistribute flags as necessary.

Installation and Maintenance: City staff installs the equipment that holds the flags and provides the flags that City staff and volunteers use to replace missing and damaged flags. City staff monitor, replace, and redistribute flags in the CBD and volunteers provide the same services at locations remote from the CBD.

New Installations: Typically, new flag installations are initiated by a request from a citizen who is willing to volunteer to maintain the flags at a particular location. Public Works staff checks the location to ensure the program criteria are met and that flags would be a good application. However, no new requests are being accepted due to staffing and budget limitations. Kirkland has 77 Ped Flag locations that are managed by a part-time employee who has multiple other responsibilities.

Agreement for Volunteers

Attached are:

- Standard form for volunteer acknowledgement of responsibilities and release of liability.
- Guidelines information provided to those who volunteer to maintain the supply of flags at specific locations.

Program Management

This program is managed by the Engineering Program Assistant in the Transportation Program.

GUIDELINES

CITY OF KIRKLAND Ped Flag Crosswalk Program

Thank you for volunteering for the "Adopt a Ped Flag Crosswalk Program." By adopting the crosswalk on **location of crossing**, you are supporting Kirkland's ideal of citizen volunteerism and enhancing Kirkland's sense of community. Your responsibilities to maintain the ped-flag crossing are quite simple yet very important.

Once the pedestrian flag holder equipment is in place at your crosswalk, you will be supplied with a bundle ped flags. Your responsibilities are as follows:

- At least once a week, check the flag holders at the crosswalk to see if the appropriate number of flags is in the holders. This will be a maximum of eight for the entire crosswalk (for example, four flags in each holder). If you find less than six flags at the crosswalk use the flags you were given to replace the missing flags.
- When you are almost out of replacement ped flags call your ped-flag contact* listed below to receive a new supply.
- If you will not be able to maintain your crosswalk for two weeks or more please ask a friend or neighbor to fill in during your absence. If a substitute cannot be found, please call your ped-flag contact* to let them know.
- If you become unable to continue your responsibilities and cannot find a permanent replacement please contact me. I will try to help find a new volunteer, but if none are available, the City may have to remove the ped flag holders at your crosswalk.
- Timesheets; your volunteer time is also important; recorded hours are needed to be eligible for State L&I coverage for volunteer workers and to help the city record the hours that are contributed to the city by volunteers. They are collected quarterly (the 1st of April, July, October and January) and can be record online at the volunteer website or by email to dgourlie@kirklandwa.gov .
- **A safety note:** Please remember that a flag is an aid to enhance your visibility but does not guarantee that a vehicle will stop for you, always use caution when crossing with a flag.

***Ped-flag contact:** David Gourlie, Engineering Program Assistant, 425-587-3867 or dgourlie@kirklandwa.gov